

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES:</b> <b>505 KAR 1:110</b> <b>3-JTS-5C-01, 05</b> <b>3-JCRF-5C-01, 03; 5H-04, 05</b> <b>1-JDTP-3D-09, 10, 11</b> <b>1-JBC-5C-06</b> <b>4-JCF-5C-02</b>
<b>CHAPTER: Program Services</b>		<b>AUTHORITY: KRS 15A.0652</b>
<b>SUBJECT: Family Engagement</b>		
<b>POLICY NUMBER: DJJ 309</b>		
<b>TOTAL PAGES: 2</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL: Bob D. Hayter</b>		<b>, COMMISSIONER</b>

## **I. POLICY**

The Department of Juvenile Justice (DJJ) shall be committed to working in collaboration with the youth and family or caregiver, to provide permanency and support to the youth to successfully remain in or return to a community setting. DJJ shall engage the parent or caregiver as an active member in the youth's treatment process.

## **II. APPLICABILITY**

This policy shall apply to each DJJ operated and contracted day treatment program, group home, and youth development center (YDC).

## **III. DEFINITIONS**

Refer to Chapter 300.

## **IV. PROCEDURES**

- A. At the initial Individual Treatment Planning (ITP) conference, the youth and parent or caregiver shall be notified of their rights and responsibilities. Additionally, during each ITP conference, ITP review, or parent or caregiver meeting, questions regarding the rights and responsibilities of the youth and parent or caregiver may be reviewed as needed.
- B. Parent or caregiver involvement in a DJJ program shall include the following:
  1. Each residential or day treatment program shall maintain regular contact with the youth's parent or caregiver;
  2. Where family counseling is indicated the youth counselor shall request that the parent or caregiver participate in family counseling with the youth at intervals determined by the youth's identified Treatment Track;
  3. Treatment and aftercare planning;
  4. The Treatment Director, youth counselor, Superintendent, or any designee approved by the Regional Psychologist through the Facilities Regional

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Administrator (FRA), shall provide family or caregiver counseling in accordance with the youth's ITP;

5. The youth counselor may assist parents or caregivers with referrals for additional services to local agencies or private practitioners, in coordination with the Juvenile Service Worker (JSW);
  6. The residential youth counselor shall communicate with the youth's parent or caregiver once within every fourteen (14) days. If the youth counselor is unable to make contact with the parent or caregiver, the attempts shall be documented in the electronic record.
    - a. Communication with the parent or caregiver shall be documented in the electronic record within seven (7) days of the contact. In a day treatment program, the communication shall be documented in the electronic or hard case file within seven (7) days of the contact;
    - b. If contact cannot be made, the attempt to communicate shall be documented in the electronic record within seven (7) days of the attempt. In a day treatment program, the communication shall be documented in the electronic or hard case file within seven (7) days of the attempt; and
    - c. Contact may be attempted through:
      - i. Telephone;
      - ii. Written correspondence;
      - iii. Video-conferencing; or
      - iv. Face-to-face contact;
  7. The youth counselor may provide or refer, in coordination with the JSW, a parent or caregiver to education classes, parental support groups, or other services; and
  8. Parents and caregivers shall be provided the opportunity to visit the youth to facilitate parent or caregiver involvement with the youth's treatment.
- C. Each family contact and service shall be documented.

## **V. MONITORING MECHANISM**

- A. The Quality Assurance (QA) Branch shall monitor for compliance annually.
- B. In a YDC and DJJ operated or contracted day treatment, the Education Branch shall monitor according to Title I.
- C. The Treatment Director or Superintendent or designee shall conduct monthly reviews of the electronic record.